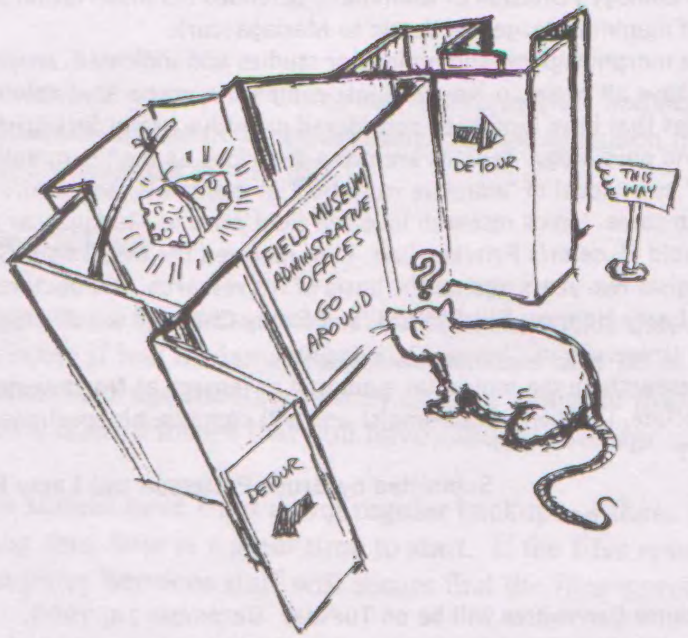
The Field Museum

Natural News

Weekly Staff Newsletter
December 10, 1999



Thanks to Dan Brinkmeier for supplying the illustration.

Museum Campus is on the move

The Museum Campus offices are moving to the Adler Planetarium on Friday, December 10. All phone and fax numbers will remain the same. Mail should be sent to:

Museum Campus Chicago
c/o The Adler Planetarium
1300 South Lake Shore Drive
Chicago, IL 60605-0995

We would like to thank all the departments at The Field Museum for making us feel welcome and for being such a great place to work.

Submitted by **Christy MacLear, Christina Breslow, Chery Giznik, Patti Tuomey,** and **Debra Garcia**

FIELD NOTES

Week of December 13

Staff/Volunteer Events

Tae Bo class
- Monday, 5 p.m., Ground Floor East

Aerobics Class
- Tuesday, 5 p.m., Lecture Hall 2
- Thursday, 5 p.m.. Lecture Hall 2

Green Sheet Meeting (CHANGE!)
- Tuesday, 3 p.m., Special Events

Staff and Volunteer Annual Holiday Celebration
- Wednesday, 5 p.m.

Public Events

Museum Closes Early
- Wednesday, 3 p.m.

Digging Deeper
- Thursday, 10 to 11:30 a.m.

All About Movement
- Saturday, 9:30 a.m.

Bears Game
- Saturday at noon

Millennium @ The Field
- Saturday, 1 p.m.

There will be no Natural News on Friday, December 24 or on Friday, December 31 due to the holidays.

The Evolution of Body Size in the Galapagos Marine Iguana: Why Shrink?

Tuesday, December 14, 1999
12 noon
Zoology Classroom
Dr. Martin Wikelski
University of Illinois at Urbana-Champaign

Dr. Olson, I presume?

On November 15 **Link Olson**, Ph.D. student in the Committee on Evolutionary Biology (CEB) program at the University of Chicago, and a resident student in Zoology's Division of Mammals, defended his dissertation on the evolutionary relationships of tenrecs (a family of mammals largely endemic to Madagascar).

Link's project was distinguished by intensive morphological and molecular studies and indicated, among other things, that the diverse Malagasy species have all radiated from a single common ancestor that colonized Madagascar from Africa, and that several species that have long been considered primitive are in fact fairly advanced and specialized in their morphology and physiology. Tenrecs are often described as the "mammalian equivalent of Darwin's finches in the Galapagos" as a model of "adaptive radiation" in mammals, and Link's work will be the benchmark study for many decades to come. Link's research involved field work in Madagascar as well as a great deal of molecular work in The Field Museum's Pritzker Lab. Link received the prestigious Shadle award from the American Society of Mammalogists two years ago on the basis of his research. His doctoral committee comprised **Bruce Patterson** (Chair), **Larry Heaney, Bill Ballard,** and **Barry Chernoff** (all Zoology), and **John Flynn** (Geology), all of whom are also University of Chicago CEB faculty.

Link is currently conducting postdoctoral research on the molecular evolution of tenrecs at Northwestern University with Dr. Anne Yoder (Research Associate, Division of Mammals) and will continue his specimen-based studies at the museum. Congratulations, Link!!!

Submitted by **Bruce Patterson** and **Larry Heaney**

Educational Assistance Committee

The next meeting of the Educational Assistance Committee will be on Tuesday, December 14, 1999. Eligibility guidelines and applications to receive reimbursement for certain educational expenses may be found in the Human Resources Office. Please forward applications to one of the committee members by that date. Committee members are:

Rayfield Drake, Computing Services
Karen Little, Finance
Carolyn Moon, Visitor Services
Francie Muraski-Stotz, Exhibits
Randell Strickland, Education
Carole Kasarda, Human Resources (Maria Burns, acting member)

Remember to have all requests for reimbursement of this year's school activities to the Educational Committee by December 31, 1999.

The Field Museum

MEMORANDUM

TO: All Desktop Computer Users

FROM: John McCarter

RE: Important Y2K Tasks for Your Attention

For several years, our Computer Services staff has been preparing the museum's computer resources for the new millennium. As we approach this time, there are a few important things that I would ask you to do.

File Backups

Please back up all essential files. These are files that are unique, which would be difficult to replicate if lost or damaged. Such backups may be as simple as copying the file(s) to whatever external storage media you may use, for example floppy disks, CDs, tapes, Zip and Jazz disks. Check now to insure that you have adequate storage media on hand for these backups.

You should have been doing regular backups of these important files. If you have not been doing this, now is a great time to start. If the files reside on a centrally managed server, Computer Services staff will assure that the files stored there are backed up.

Some of you will be away for the Christmas or New Year's holidays. Please be especially careful to backup your files before you leave for the holiday.

System Power Down

As a precaution, we will be shutting down all computer equipment New Year's Eve day. It is important that you also power down all of your equipment before you leave for the holiday.

System Power Up

The first time you power up your desktop system after the New Year you should manually check and reset the date and time. At the end of this memo you will find a simple set of instructions for doing so. If you have never done this before, please rehearse resetting the time of your clock, just to get used to the procedure.

Computer Services staff will power up all Museum servers.

Application Software

The museum is standardizing on the Microsoft Office 2000 Professional software suite. Key software in the suite includes MS Word (word processing), MS Excel (spreadsheets), and MS Access (database). Not only will such standardization resolve any impending Y2K issues, but also it will facilitate document exchange in the institution, which has caused problems for some of you in the past.

The museum will purchase a copy of MS Office 2000 for you if you do not already have it. If you have an earlier version we will update it for you. In each case, you should complete the form that accompanies this memo and return it to Computer Services no later than Friday, December 10, 1999.

Thank you for your prompt attention to these important Y2K tasks. While the transition to the new Millennium will be very exciting, I am sure that we all would prefer that the excitement not manifest itself in the museum's computer systems!

* * * *

Computer Date and Time Change (Windows 95/98)

- Double click on the clock at the lower right hand corner of the screen and a date/time properties window will appear.
- Click on the arrows next to the date and year to adjust those properties.
- Click on the day number on the calendar to adjust the day property.
- Highlight the hour in the time box and type the correct hour. Repeat for minutes.
- Click "Apply" to accept the changes.
- Click "OK" to exit the window.

Computer Date and Time Change (Macintosh)

- Go to Apple Menu and scroll down to Control Panel.
- Click on Date and Time.
- The "Date and Time" windows will appear.
- Click on the arrows next to the date and year to adjust those properties.
- Click on the day number on the calendar to adjust the day property.
- Highlight the hour in the time box and type the correct hour. Repeat for minutes.
- Close window by clicking the box on the left corner or hit "command" & "w" keys on the keyboard.

HANDY REFERENCE
TELEPHONE NUMBERS

AREA	CONTACT AND EXTENSION
Security Services:	Console Number: Extension 7985 Emergency: Extension 7999
Departments on Radio:	Audio Visual Department Exhibits Engineering Housekeeping Maintenance Security Services Visitor Services
Computer Problems:	PCs: Jim Koeppl: Extension 7955
Emergencies:	Security Emergency: Extension 7999
Heating, Air Conditioning, Ventilation (HVAC) Plumbing, Electrical:	Engineering: Extension 7388
Lights, Replacement: General Museum Exhibits Lights, Turning on in Public Museum: Regular Open Hours: Before or After Hours:	 Engineering: Extension 7388 Abe Bloom: Extension 7353 Trigg Waller: Extension 7334 Visitor Services: Extensions 7939, 7941, 7942 7943. 7944 Security Services: Extension 7985
Maintenance, Fixing Broken Things: General Museum: Exhibits:	 Maintenance: Extensions 7380, 7382 Paula Horecny: Extension 7363 Neil Keliher: Extension 7354
Medical Emergencies (Emergency Medical)	Security Services: Marcia Pyle (EMT Technician): Extension 7982 Security Emergency Number: Extension 7985
Pest Control:	Exhibits: Paula Horecny, Extension 7263 Neil Keliher, Extension 7354 Housekeeping: Extensions 7920, 7922, 7923
Plumbing Problems:	Engineering: Extensions 7388, 7380, 7382
Ropes, Poles, Stanchions:	Visitor Services: Extension 7939, 7940, 7941, 7942, 7943
Signage/Graphic Requests:	Jean Cattell: Extension 7326
Tables, Chairs, Rolling Screens:	Housekeeping: Extensions 7920, 7922, 7923
Toilet Over Flow (Anywhere in Building)	Housekeeping: Extensions 7920, 7922, 7923 Repair: Engineering, Extensions 7388, 7380, 7382

Computer Information Form - MS Windows

User Name: _____
Department: _____

Please fill out a separate form for each computer in your department and return the forms to Jim Koeppl, x 7955 by Friday, 10 December 1999.

Verify Windows 95/98 version and RAM and Hard Drive

1. Find the "My Computer" icon on your screen.
2. Point and press the right mouse button and a menu will appear.
3. Highlight the "Properties" item and press the left mouse button. The "System Properties" window will appear.
4. The "General" tab has the "System:" line with the Windows 95/98 version information.
   Ex. System:
   Microsoft Windows 95 (line 1)
   4.00.950 B (line 2)
5. Please write the first line here: _____
6. Please write the second line here: _____
7. The "Computer:" line near the bottom has the processor and RAM information.
   Ex. Computer:
   Pentium(r)
   48.0MB RAM
8. Please write the RAM amount here: ____MB RAM
9. Close the "System Properties" window by click the "X" in the upper right corner.
10. Double click the "My Computer" icon and the "My Computer" window will appear.
11. Point at the "(C:)" icon and press the right mouse button and a menu will appear.
12. Highlight the "Properties" item and press the left mouse button. The "(C:) Properties" window will appear. There is a pie chart in the center. Above the pie chart is the "Capacity:" line. There are 2 numbers, one with "bytes" and one with "GB" or "MB"
13. Please write the "GB" or "MB" number here: _____MB or _____GB

Verify Microsoft Office version

1. Open Microsoft Word
2. Click "Help" on the menu bar at the top
3. Click on "About Microsoft Word" and the "About Microsoft Word" window will appear.
4. The first line will say something like "Microsoft Word 2000" or "Microsoft Word 97" (This is also the version number of the Office package)
5. Please write the version number here: _____

Computer Information Form - Apple Macintosh

User Name: _____
Department: _____

Please fill out a separate form for each computer in your department and return the forms to Jim Koeppl, x 7955 by Friday, 10 December 1999.

Verify OS version and RAM and Hard Drive

14. Go to Apple Menu at top left corner.
15. Point and press mouse button and a menu will appear.
16. The "About My Computer Properties" window will appear.
17. The window will show the OS version and Built-in ram and Total ram.
    Ex. OS 8.0
    Built-in ram: 96 (Genuine Memory in Computer)
    Total ram: 128 (Built-in ram + Virtual Memory)
18. Please write the Built-in RAM amount here: ____MB RAM
19. Close the "Properties" window by click the box in the upper right corner or hit "command" & "w" keys on the keyboard.
20. Click once the "Macintosh HD" icon or whatever name has been given to your computer so that it is highlighted.
21. Go to "File" at the menu bar on top of the desktop and scroll to Get Info or hit "command" & "i" keys on the keyboard.
22. The "General Info" window will appear.
23. The window will show the size of your Hard Drive.
24. Please write the "GB" or "MB" number here: _____MB or _____GB

Verify Microsoft Office version

6. Open Microsoft Word.
7. Click "Help" on the menu bar at the top.
8. Click on "About Microsoft Word" and the "About Microsoft Word" window will appear.
9. The window will show the version installed.
10. Please write the version number here: _____

Verify Older Microsoft Software version
(Like Word 6.1 and earlier and Excel 4.0)

1. Open software.
2. Click "Help" on the menu bar at the top.
3. Click on "About Microsoft Word" (Note: Software name can be different) and the "About Microsoft Word" window will appear.
4. The window will show the version installed.
5. Please write the version number here:

Word: _____
Excel: _____
PowerPoint: _____

We're Glad You're Here

During the week of November 29-December 3, The Field Museum welcomed visitors from 34 countries around the world who were in town for a conference held by the Radiological Society of North America. This annual conference is one of the largest to come to Chicago, and brings more than 60,000 visitors to the windy city each year.

The Field Museum greeted the visitors as part of the City of Chicago's "We're Glad You're Here!" initiative to provide a special welcome to convention and trade show attendees in Chicago. Business from conventions and trade shows is an important contributor to Chicago's economy. As competition for this business grows, the City of Chicago, area restaurants and hotels, and others throughout the hospitality industry are trying to give these visitors a personalized welcome to Chicago.

Our visitor services staff wore buttons that said "We're Glad You're Here!" In addition, **Laurie Sanders** in Group Sales arranged for three tour groups from the convention, whose attendees were particularly interested in how scientists use CT scans to analyze Sue's skull.

Wayne Gerdes, who was working at the Information Desk, greeted many visitors from the convention and kept a list of where visitors were from. In addition to the United States, visitors came from Austria, Australia, Belgium, Brazil, Catalonia, Canada, Czech Republic, Denmark, England, France, Finland, Germany, Greece, Hong Kong, Hungary, India, Israel, Italy, Japan, Lebanon, Mexico, Netherlands, New Zealand, Norway, Pakistan, Poland, Portugal, Uruguay, South Korea, Spain, Sweden, Switzerland, Turkey and Venezuela.

We can expect to see more convention and trade show visitors at the Museum next year, when the City will expand the "We're Glad You're Here!" program to recognize 26 conferences. Kudos to Laurie for spearheading the Museum's involvement in this partnership and to Wayne and all the visitor services staff for helping to make it a success. We're glad you're here.

Submitted by **Cheryl Bardoe**

Internal Career Postings on the Intranet

Please refer to the Museum's Intranet when looking for our latest job opportunity bulletins. We will no longer send paper copies of the bulletin to departments. We are asking departments to designate one person in your area to print the job opportunities each week and post them in a visible location. The bulletin will be updated each Monday.

To access the information type http://intranet1 on your internet browser. Click on Human Resources and you will be taken to the page. Also, the main Museum website will contain the most up-to-date job postings, and will be updated every Monday. Copies of the latest job opportunities and internal staff applications can also be obtained by visiting the Human Resources Department.

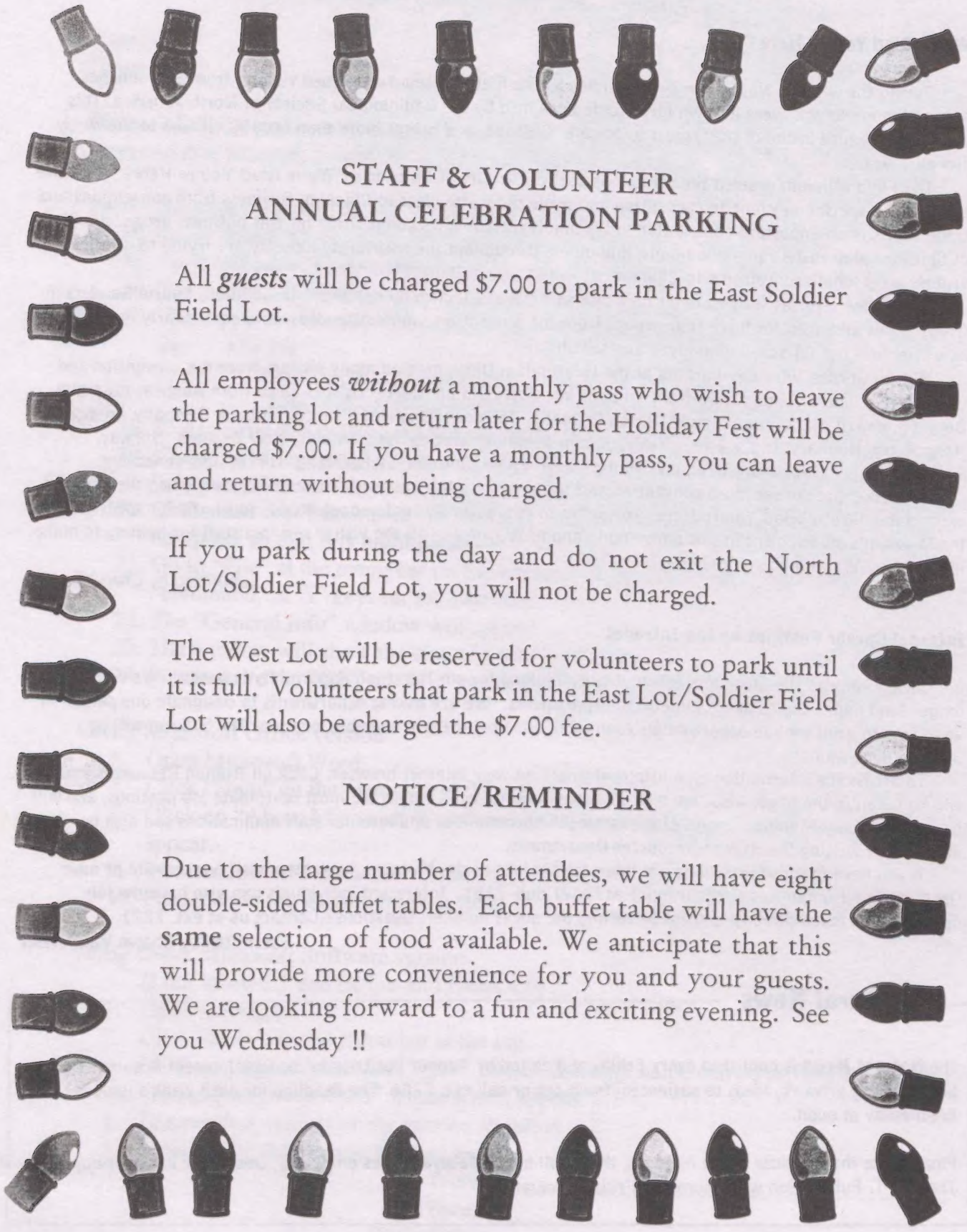
If you have friends/family who are interested in jobs at the Museum, have them visit our website or have them call the Human Resources Infoline at (312) 665-7281. Interested individuals can also have the job opportunities faxed directly to them by calling the above number. Questions? Contact us at ext. 7271.

Submitted by **Shawn VanDerziel**

Natural News

The **Natural News** is published every Friday and edited by Rodger Patience in the Development department. Send stories, artwork, ideas to patience@fmnh.org or call ext. 7286. The deadline for each week's issue is Wednesday at noon.

Please note that because of the holidays, there will be no **Natural News** on Friday, December 25 or Friday, January 1. Publication will resume on Friday, January 8.



STAFF & VOLUNTEER
ANNUAL CELEBRATION PARKING

All *guests* will be charged $7.00 to park in the East Soldier Field Lot.

All employees ***without*** a monthly pass who wish to leave the parking lot and return later for the Holiday Fest will be charged $7.00. If you have a monthly pass, you can leave and return without being charged.

If you park during the day and do not exit the North Lot/Soldier Field Lot, you will not be charged.

The West Lot will be reserved for volunteers to park until it is full. Volunteers that park in the East Lot/Soldier Field Lot will also be charged the $7.00 fee.

NOTICE/REMINDER

Due to the large number of attendees, we will have eight double-sided buffet tables. Each buffet table will have the **same** selection of food available. We anticipate that this will provide more convenience for you and your guests. We are looking forward to a fun and exciting evening. See you Wednesday !!